



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF SERVICES MANAGER I

\$5,079 - \$6,127

**POLICY AND PLANNING BRANCH, SPECIAL PROJECTS DIVISION
SACRAMENTO**

RESPONSIBILITIES:

Under the general direction of the Deputy Commissioner, Policy and Planning Branch, the Staff Services Manager I directs the insurance research and analysis work and oversees the life and health and property and casualty insurance projects of the Special Projects Division; provides consultative services to and demonstrates depth of insurance knowledge to assist departmental management accomplish insurance policy initiatives; serves as a subject matter expert and personally performs the most difficult and sensitive work related to insurance policy regulatory and administrative special projects assigned by Executive management and cross-branch working groups; oversees the development of relevant policy and procedures; and travels statewide.

DESIRABLE QUALIFICATIONS:

- Experience in California insurance and related legal research and analysis.
- Experience handling multiple alternatives in multiple projects simultaneously.
- Ability to Express ideas and information in written form clearly, accurately, and in an organized manner.
- Ability to anticipate or identify insurance regulatory and administrative problems and their causes; develop and analyze potential solutions or improvements using innovative and creative approaches.
- Ability to understand and coordinate the potential contributions of insurance specialist work units (for example insurance policy approval, insurance financial surveillance, health insurance enforcement) into efficient collaborators in cross-branch working groups.
- Ability to understand insurance policy initiative concepts and problems as relayed by management and the ability to formulate projects to accomplish management's insurance policy initiative goals.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Staff Services Manager I level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

STATEMENT OF QUALIFICATIONS:

All interested candidates must submit a completed standard State of California application and a

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DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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"Statement of Qualifications" in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.

APPLICATION PROCEDURE:

Send a completed standard State of California application and a "Statement of Qualifications" to Maria Scriven, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "STAFF SERVICES MANAGER I #413-116-4800-XXX" on the State application.** For additional information, please contact (916) 492-3309 or maria.scriven@insurance.ca.gov.

FINAL FILING DATE: Thursday, July 12, 2012 by 5:00pm – Close of Business

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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